

National Board Certification

National Board Certified Personnel will be collected in Cycles 2 and 6, beginning SIS Year, 28 (FY 18)

1. Add the NBC code to the certification table
Human Resources>Reference Tables>Personnel>Certification Types
 - Click the PLUS icon to add NBC
 - Add NBC type and title.
 - Click OK to save.

eFinancePLUS
a PLUS 360 Application

Certification Type Table -

Search Criteria

Certification Type Title

Find

Certification Type Data

Certification Type * ☐ Continuous

Title *

2. Add the NBC code to all employees who are National Board Certified.
Human Resources>Entry & Processing>Employee Information
 - Key in employee number or Name
 - Click Find or OK
 - Click Personnel Information>Certifications/Licenses

Employee Information ▾ Personnel Information ▾ Payroll Information ▾ History ▾ Actions ▾

Activity Tracker
Assignments
Certifications/Licenses

Search Criteria

Insert Row Delete Row

Certifications

| Number | Issued | Expiration | Registration | Type | Area | Primary |
|--------|--------|------------|--------------|------|------|---------|
| | | | | | | |

Key in :

Number (Employee Number, SSN, any alpha/numeric, or NBC)

Issued NBC Issue Date

Expiration NBC Expiration Date

Type NBC

Click OK to save.

Certifications

| Number | Issued | Expiration | Registration | Type |
|--------|------------|------------|--------------|--------------------------|
| NBC | 11/17/2012 | 11/17/2022 | 11/17/2012 | NBC - NATIONAL BOARD CRT |